



Easy Direct Payment Plan for Municipal Services Customers

We are pleased to be able to offer you a new service – Direct Payment Plan. Now you can have your payments automatically deducted from your checking or savings account. You do not have to change your present banking relationship in order to take advantage of this service.

Here's how the Direct Payment Plan works:

You authorize your City of Newberg Billing Department to be paid directly from your checking or savings account. For your records, a Municipal Services Statement showing amounts will be mailed to you and the payment will be debited from your account on the date due. **The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. The Direct Payment Plan is dependable, flexible, convenient and easy.** To take advantage of this service, complete the attached authorization form and return it to us at 414 E. First Street, or mail to PO Box 970 Newberg, OR 97132. If you have any questions about the Direct Payment Plan, please call the Billing Department at (503) 537-1205.

I authorize the City of Newberg and the financial institution named below to initiate entries to my account. **This authority will remain in effect until I notify the City of Newberg in writing to cancel** it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution and the City of Newberg **seven (7) days** before my account is charged.

☐

Checking account

☐

Savings account

This authority will remain in effect until I have canceled it in writing.

Signature

Date

Name (Please Print)

Financial Institution

Mailing Address

Account Number at Financial Institution

City State Zip

City of Newberg Account Number

PLEASE STAPLE VOIDED CHECK TO THIS FORM